

FOR BOARD USE ONLY			
Provider ID #: _____	Course Code: _____	Date Approved: _____	
Registration Fee: \$ _____	<input type="checkbox"/> Cash/Check <input type="checkbox"/> Charge	Deposit Date: _____	Initials: _____

**KANSAS REAL ESTATE APPRAISAL BOARD  
APPLICATION FOR APPRAISAL EDUCATION  
COURSE APPROVAL**

ALL COURSE APPROVAL INFORMATION MUST BE RECEIVED BY THE BOARD NO LESS THAN 30 DAYS PRIOR TO THE FIRST COURSE OFFERING

**COURSE FEES: AQB APPROVED...\$10   PRE-LICENSE...\$100;   CONTINUING EDUCATION...\$50;**

Sponsor Name: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_  
Street
City
State
Zip Code

Name of Coordinator: \_\_\_\_\_ Sponsor Web Site: \_\_\_\_\_

Telephone #:( ) \_\_\_\_\_ Fax #:( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Credit requested for (**check one only**): ☐ Pre-License   ☐ Continuing Education

Course Format (**check one only**)   ☐ Classroom   ☐ Internet   ☐ Other: \_\_\_\_\_

Is Course A.Q.B. Approved?   ☐ Yes   ☐ No   (Please note, all internet courses must have AQB approval prior to submitting to Kansas)

Name of Course: \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_

Number of Credit Hours Requested: \_\_\_\_\_

- For the purpose of course offerings, one hour is defined as sixty minutes, at least fifty minutes of which shall be devoted to actual classroom instruction and no more than ten minutes of which shall be devoted to recess.
- All pre-license courses must be a minimum of fifteen classroom hours in length and students must pass an examination.
- Continuing education courses are not required to be tested and must be a minimum of two classroom hours.

This Board may investigate/monitor any approved course by conferring with the course providers, instructors, visitation with or without prior notice or by surveys to participants.

**ATTACH THE FOLLOWING INFORMATION TO THIS APPLICATION FOR SUBMISSION TO THE BOARD:**

- ✓ Course description - a short discourse to give someone a mental image of the course
- ✓ Course syllabus - summary outline.
- ✓ If AQB approved, a copy of your notification from the AQB that it is approved and the expiration date.
- ✓ Detailed course outline with an estimate of the time required to present each course subsection.
- ✓ Specific, measurable course objectives - what the participant will be able to do when the course is over.
- ✓ Method(s) of instruction - (teaching techniques) to be used in the course. Each instructor shall complete the instructor qualification sheet.
- ✓ A copy of all the handout material. The instructor shall provide students with the most current and accurate information.
- ✓ A copy of the textbook/student manual.
- ✓ Instructor qualification sheet, instructor resume and statement of coordinator concerning instructor.
- ✓ Procedure for maintaining attendance records.
- ✓ Proposed dates and times of course offerings.
- ✓ The application fee.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Course Coordinator

## INSTRUCTOR QUALIFICATION SHEET

(Please print or type)

Name of Instructor: \_\_\_\_\_

Name of course(s) instructor will teach: \_\_\_\_\_

☐ For continuing education purposes and is a ☐ USPAP course, or a ☐ non-USPAP course.

☐ For pre-licensing education purposes and is a ☐ USPAP course, or a ☐ non-USPAP course.

To be approved, an instructor must demonstrate knowledge of the subject matter of the course he/she intends to teach and the ability to teach the course effectively.

### KNOWLEDGE OF SUBJECT MATTER

For continuing education courses, please check which of the following is applicable and provide supporting information:

☐ (1) A college degree in an academic area related to the course: \_\_\_\_\_

☐ (2) At least three years of experience in the subject area directly related to the course: \_\_\_\_\_

For pre-licensing education courses, please check which of the following is applicable and provide supporting information:

☐ (1) A current appraiser license or certificate issued by Kansas or another state:

License or certificate number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

State where issued: \_\_\_\_\_

Classification of license or certification: \_\_\_\_\_

☐ (2) Evidence of completion of all the courses required for licensure or certification within the past five years and an appraisal log sheet that shows the equivalent of two years of appraiser experience within the past five years in the subject area related to the course. (1,000 hours constitutes 1 year). See K.A.R. 117-2-1, 117-2-2 or 117-2-3 and 117-2-4 or contact the Board office for a list of courses required for licensure or certification.

Instructor Name: \_\_\_\_\_

For Uniform Standards of Professional Appraisal Practice (USPAP) please provide supporting information for each of the following:

(1) Qualified by the Appraisal Foundation to teach the National USPAP Course. \_\_\_\_\_

\_\_\_\_\_

(2) Either a current appraiser license or certificate in Kansas or another state:

License or certificate number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Classification of license or certificate: \_\_\_\_\_

**or**

Evidence of completion of all the courses required for licensure or certification within the past five years. See K.A.R. 117-2-1, 117-2-3 and 117-2-4 or contact the Board office for a list of courses required for licensure or certification.

#### **ABILITY TO TEACH EFFECTIVELY**

Please check which of the following is applicable and provide supporting information:

☐ (1) Within the preceding 2 years, completion of a board-approved program for instructors that is designed to develop the ability to communicate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ (2) Holding a current teaching certificate issued by any state department of education or an equivalent agency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ (3) Holding a four-year undergraduate degree in education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ (4) Having experience in schools, seminars or an equivalent setting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Instructor

**STATEMENT OF COORDINATOR  
CONCERNING INSTRUCTOR**

Name of Instructor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I expect to employ this instructor for the following course(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have examined the credentials of this applicant and I am satisfied that the information provided by the applicant is true and correct.

Name of Provider: \_\_\_\_\_

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Coordinator

Please return this with the Instructor Resume and Qualification Sheet to:

The Kansas Real Estate Appraisal Board  
1100 S.W. Wanamaker Rd., Ste. 104  
Topeka, KS 66604